

a Circle the correct form.

- I'm in charge of recruiting / to recruit new staff.
- 1 It's important for me spending / to spend time with my family.
 - 2 Applying / Apply for a job can be complicated.
 - 3 The manager asked me not saying / not to say anything about the redundancies.
 - 4 My boss wants me start / to start work earlier.
 - 5 Be careful not asking / not to ask her about her boyfriend – they've split up.
 - 6 We carried on working / to work until we finished.
 - 7 Dave is very good at solving / to solve logic problems.
 - 8 The best thing about weekends is not going / not to go to work.
 - 9 Layla gave up modelling / to model when she had a baby.
 - 10 I went on a training course to learning / to learn about the new software.

b Complete with a verb from the list in the correct form.

not buy commute do leave lock
not make retire ~~set up~~ wear not worry

I'd like to set up my own company.

- 1 My parents are planning _____ before they are 65.
- 2 Rob spends three hours _____ to work and back every day.
- 3 Mark's wife told him _____ about the problems he had at work.
- 4 Did you remember _____ the door?
- 5 In the end I decided _____ the shoes because they were very expensive.
- 6 The manager lets us _____ early on Fridays.
- 7 All employees must _____ a jacket and tie at work.
- 8 Please try _____ any more mistakes in the report.
- 9 I don't mind _____ overtime during the week.